

## Policy 6

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### ROLE OF THE VICE-CHAIR

The Vice-Chair shall be elected at the November Meeting of the Board. The Vice-Chair shall hold office at the pleasure of the majority of the Board.

#### Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence and shall have all the duties and responsibilities of the Board Chair. The Board Chair may, on an as needed basis, delegate the presiding officer task to the Vice-Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures.
3. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.
4. Act as signing officer for the District in the absence of the Chair.
5. Prior to each Board meeting confer with the Superintendent, Chair and Secretary-Treasurer on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.

Legal Reference: Sections 65, 67, 85 School Act